

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. *C872*

Page 1 of 4

Agency
Washington County

Division/Unit
Finance/Water and Sewage

Item No	Description	Retention
1	Billing registers -contains but not limited to: past due bills, invoice update edit list, billing registers, delinquent proof list, consumption proof list, syscon conversion, date and time report, meter readings, invoice copies	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy
2	Lab reports: water analysis - water samples, lab analysis report, wastewater/streams analysis, discharge reports	Retain for five (10) years and until all audit requirements have been fulfilled, then destroy
3	Agreements for service, pipeline crossing, site plans, agreements between Washington Co. and sub division/town for water and sewage services, amendments, funding agreements, agreements for architectural services	Permanent. Transfer periodically to MD State Archives
4	Accounts payable invoices -contains but not limited to: paid invoices, correspondence	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy
5	Cash receipts -contains but not limited to: payment stub, adding machine tapes, invoices	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy
6	Subdistrict general registers - computer generated listings, general ledger transaction report	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy
7	Equipment rentals/mileage reports -contains but not limited to: equipment rental worksheet, handwritten notes, total monthly equipment cost	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy

Approved by Department, Agency or Division Representative

Date July 16, 1999

Signature

Joni L. Bittner

Type Name Joni L. Bittner

Title

County Clerk

Schedule Authorized by State Archivist

Date

JUL 20 1999

Signature

Edward C. Papenfuss

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Schedule No. **2872**

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Item No	Description	Retention
8	Sanitary district water directories -contains but not limited to: reconciliation of labor distribution, labor distribution, mileage distribution, personal mileage, administrative expense report, master control list, well testing, invoices	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
9	Grants/Loans – Water and sewage construction -contains but not limited to: purchase orders, invoices, estimate for partial payment, lawn invoices, labor distribution, lawn and overhead salary reports, correspondence, certifications of performance	Retain for life of grant plus three (3) years and until all audit requirements have been fulfilled, then destroy
10	Post Office address reports - computer generated listing, road name, address, owner name, zipcode, land use	Retain until updated or superseded, then destroy
11	Untaxed and undetermined parcels and tax maps - computer generated listing: account number, owner/address, liber - folio, description, map, parcel, grid	Retain until updated or superseded, then destroy
12	Easement files -contains but not limited to: workpapers, sewer line easement instruments, drawings, property appraisals, correspondence	Permanent. Transfer periodically to the MD State Archives
13	Service connection construction reports -contains but not limited to: lateral sheets, lists project, location, contractor, date installed, address, site drawing, size and type of main-pipe-meter-vault-length; cut reference sheets	Retain for life of equipment, plus 3 years, then destroy.
14	Operation and maintenance manuals -contains but not limited to: warranty, maintenance data, specifications, parts catalog, installation instructions, operating instructions	Retain until updated or superseded, then destroy

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Schedule No. *C872*

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Item No	Description	Retention
15	Statements - computer generated -contains but not limited to: statements for tests performed on water systems, copies of test results that relate to statement	Retain for five (5) years and until all audit requirements have been met, then destroy.
16	Procurement for materials and services: correspondence, notice to proceed for procurement of materials and supplies, addendums, bonds and insurance for explosive experts; includes concrete, rock engineering firms, pipe	Destroy material having no further Legal, Fiscal, Administrative or Operational Value
17	Subject files by sanitary district -contains but not limited to: correspondence, contract change orders, permits, final tabulation listings, mileage cost, equipment rental cost, inspector's report, notice of public hearings, hearing testimony, hearing procedures	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland Archives.
18	Ridge Water Corporation -contains but not limited to: minute book and organization records, correspondence, handwritten notes, check copies, stock subscriptions, copies of share certificates, journal entries, tax returns, statements	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland Archives.

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Schedule No. *C872*

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Item No	Description	Retention
19	Property transfer record: form (green) lists - kind of conveyance, town, county, deed presented by, date, consideration, ground rent, name of grantor, N &A, assessment Originals maintained by Real Property Administration. A copy is reordered at the Circuit Court.	Destroy material having no further Administrative, Legal, Fiscal or Operational value.
20	Manual check registers: ledger sheets listing - check number, payee, account number, distribution, total	Retain for three (3) years and until all audit requirements have been met, then destroy.
21	Water meter installation/replacement log -contains but not limited to: log sheet, consumption proof list, meter change	Retain inspection approvals and meter specifications for three (3) years and until all audit requirements have been fulfilled, then destroy. Retain meter history data for seven (7) years, then destroy.
22	Inventory posting register: computer generated listing: fund, account number, project, date, item #, quantity, U/M, req. reference number, debit, credit	Retain for three (3) years and until all audit requirements have been met, then destroy.
23	Detail A/R invoice journal, billing register: computer generated listing - account number, date, customer/description, property number, invoice number, debit, credit, address, plan type, reading, consumption, charges, adjustments, final charge	Retain for three (3) years and until all audit requirements have been met, then destroy.

1. DEPARTMENT/AGENCY

WASH Co.

2. DIVISION

FINANCE

3. UNIT

WTS

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE *MANUAL CHECK*

Registers

5. EARLIEST YEAR / LATEST YEAR

1988 TO 1993

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

*Ledger sheets listing: CHECK NO; PAYEE;
ACCT. NO; DISTRIBUTION; TOTAL*

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

Loose Leaf Binder

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☒ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

Check No.

9. VOLUME

- ☐ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☒ Other (Specify) *Binder*

1/3

Number

Ch. FT.

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

Number

- ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

*FINANCE
WILLIAMSPORT*

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes _____ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and indicate any hardware/software)

- ☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

Retain for three (3) Years and until
all Audit Requirements have been
Fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

20.

1. DEPARTMENT/AGENCY

WASH CO.

2. DIVISION

FINANCE

3. UNIT

W+S

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Water Meter Installation/
Replacement Log*

5. EARLIEST YEAR / LATEST YEAR

1997 TO

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

*CONTAINS, BUT NOT LIMITED TO: Log sheet;
consumption proof list; Meter Change;*

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify)

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☒ Other (Specify) *None*

9. VOLUME

- ☐ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☒ Other (Specify) *Box*

1/2
Number *CU. FT.*

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify)

Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

 ☐ Month(s) ☐ Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

*FINANCE
WILLIAMSPORT*

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes ☐ No

18. RECOMMENDED RETENTION

OVER

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

Retain Inspection Approvals And
Meter specifications For 3 years
And UNTIL All Audit Requirements
Have been Fulfilled, Then Destroy.

Retain Meter History data For 7
years, then destroy.

1. DEPARTMENT/AGENCY

WASH. Co.

2. DIVISION

FINANCE

3. UNIT

W45

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

PROPERTY TRANSFER
Record

5. EARLIEST YEAR / LATEST YEAR

1989 TO 1996

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

PROPERTY TRANSFER FORM (GREEN) LISTS:
KIND OF CONVEYANCE; TOWN; COUNTY;
DEED PRESENTED BY; DATE; CONSIDERATION;
GROUND RENT; NAME OF GRANTOR; N+H;
ASSESSMENT

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☒ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☒ Other (Specify) BOX

1/2
Number CU. FT.

10. ANNUAL ACCUMULATION

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number _____

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

Number _____

- ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

FINANCE
W/TRANSPORT

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes _____ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes _____ ☐ No

PERMANENT TRANSFER
PERIODICALLY TO THE MD. STATE
ARCHIVES.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

1. DEPARTMENT/AGENCY

WASH. Co.

2. DIVISION

FINANCE

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

INVENTORY POSTING
REGISTER

5. EARLIEST YEAR / LATEST YEAR

1996

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Computer-generated Listing: Fund, Acct. No.,
Project, DATE, Item #, QUANTITY, u/m,
Reg. REF#, Debit, Credit.

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☒ Other (Specify) 11x14

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☒ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) G/L Fund

9. VOLUME

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify)

Number

10. ANNUAL ACCUMULATION

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify)

Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- ☐ Month(s) ☐ Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

FINANCE
WILLIAMSPORT

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and indicate any hardware/software)

- ☐ Yes ☐ No

18. RECOMMENDED RETENTION

Retain for three (3) Years and until
all Audit Requirements have been
Fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

1. DEPARTMENT/AGENCY

WASH Co.

2. DIVISION

FINANCE

3. UNIT

W+5

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

DETAIL AIR INVOICE

JOURNAL/BILLING REGISTER

5. EARLIEST YEAR / LATEST YEAR

1996 TO

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

*Computer generated Listing: ACCT. NO.; DATE;
Customer/Description; Property #; INVOICE
NO.; Debit; Credit - Address; P/AN Type;
Reading; CONSUMPTION; Charges; Adjustments;
FINAL Charge. (over)*

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☒ Other (Specify) *11X14*

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☒ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify)

ACCT. NO.

9. VOLUME

- ☐ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☒ Other (Specify) *BOXES*

Number *4*

CH. FTE

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify)

Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

Number

- ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

*FINANCE - 2nd Floor
Williamsport*

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes ☐ No

18. RECOMMENDED RETENTION

Retain for three (3) Years and until
all Audit Requirements have been
Fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

20. TE

EXTERNAL SOURCE PROCESSING AUDIT LOG.

1. DEPARTMENT/AGENCY

WASH. CO

2. DIVISION

FINANCE

3. UNIT

Water + Sewage

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

FINAL AUDIT
SD15 MARYLANDVILLE PROJECT

5. EARLIEST YEAR / LATEST YEAR

1986 TO

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify)

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify)

9. VOLUME

- ☐ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☒ Other (Specify) Box

Number CU. FT.

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify)

Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- ☐ Month(s) ☐ Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Williamsport

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
include any hardware/software)

- ☐ Yes ☐ No

PERMANENT TRANSFER
Periodically To The Md. State
Archive.

19. NAME AND TITLE OF PREPARER

W. Taylor

20. TELEPHONE NUMBER

21. DATE

Williamsport - Box #36-58-59

1. DEPARTMENT/AGENCY

WASH. CO

2. DIVISION

Finance

3. UNIT

Water + Sewage

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Cloverton - Greenhawn

5. EARLIEST YEAR / LATEST YEAR

1988 TO

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

CONSISTS OF, BUT NOT LIMITED TO: Purchase Orders,
INVOICES; ESTIMATE FOR Partial Payment; Labor
INVOICES - Labor Distribution; Labor + Overhead
Salary Reports - Correspondence; Certifications
of Performance;

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☒ Other (Specify) 11X14

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify)

9. VOLUME

- ☐ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☒ Other (Specify) Box

2
Number CU. FT.

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify)

Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

 ☐ Month(s) ☐ Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Williamsport

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
indicate any hardware/software)

- ☐ Yes ☐ No

18. RECOMMENDED RETENTION

Retain for three (3) Years and until
all Audit Requirements have been
Fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

W. J. Taylor

Williamsport Box 56

1. DEPARTMENT/AGENCY

WASH. CO.

2. DIVISION

FINANCE

3. UNIT

WATER & SEWAGE

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Billing Registers

5. EARLIEST YEAR / LATEST YEAR

1991 TO

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

CONTAINS, BUT IS NOT LIMITED TO: PAST DUE
BILLS; INVOICE UPDATE EDIT LIST; BILLING
REGISTERS; DELINQUENT PROOF LIST;
CONSUMPTION PROOF LIST; SYSCDN
CONVERSION DATE + TIME REPORT; METER
READINGS; INVOICE COPIES

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☒ Other (Specify) 11 x 14

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☒ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) DATE

9. VOLUME

- ☐ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☒ Other (Specify) BOXES

40
Number CU FT.

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify)

Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- ☐ Month(s) ☐ Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

W+3 FILE ROOM
WILLIAMS PORT

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
include any hardware/software)

- ☐ Yes ☐ No

18. RECOMMENDED RETENTION

Retain for three (3) Years and until
all Audit Requirements have been
Fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

W. Taylor

20.

1991
~~1993~~

~~XXXX~~

Water + Sewage
Williamsport

Box # 147-150-151-157-136-135-133-132
130-111-110-109-107-90-81-77-76
75-61-60

40 CR. FT.

1. DEPARTMENT/AGENCY

WASH. CO.

2. DIVISION

3. UNIT

Water & Sewerage

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

LAB Reports

5. EARLIEST YEAR / LATEST YEAR

_____ TO _____

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

Water Analysis - Water Samples - Lab
Analysis Report; Wastewater/Streams
Analysis; Discharge Reports

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☒ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

DATE

9. VOLUME

- ☒ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____

2
Number CU. FT.

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number _____

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- _____ ☐ Month(s) ☐ Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Williams Port office

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes _____ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes _____ ☐ No

Retain for ~~three (3)~~ ^{Five (5)} Years and until
all Audit Requirements have been
Fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

W. Taylor

1. DEPARTMENT/AGENCY

WASH. CO

2. DIVISION

3. UNIT

WATER & SEWER

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Agreements

5. EARLIEST YEAR / LATEST YEAR

1922 TO _____

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

Agreements For: Service; Pipeline Crossing;
SITE PLANS; Agreements between WASH.
CO. & SUB DIVISION/TOWN FOR WATER &
SEWAGE SERVICE; AMENDMENTS;
FUNDING AGREEMENTS; AGREEMENT FOR
ARCHITECTURAL SERVICES.

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☒ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☒ Other (Specify) PLANS

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☒ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify)

9. VOLUME

- ☒ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify)

4
Number CU. FT.

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify)

Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- _____
Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

1st Floor Office
Williams Port

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes ☐ No

18. RECOMMENDED RETENTION PERMANENT. TRANSFER
Periodically TO THE MD. STATE
ARCHIVES.

19. NAME AND TITLE OF PREPARER

WE Taylor

20. TELEPHONE NUMBER

21. DATE

1/29/99

1. DEPARTMENT/AGENCY

WASH. Co.

2. DIVISION

FINANCE

3. UNIT

WATER & SEWAGE

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

ACCOUNTS PAYABLE
INVOICES

5. EARLIEST YEAR / LATEST YEAR

1988 TO 1999

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

CONTAINS, BUT NOT LIMITED TO: PAID INVOICES;
CORRESPONDENCE

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

- ☐ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☒ Other (Specify) BOXES
Number 86
68 CH. FT.

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____
Number _____

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- _____
Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

WILLIAMSPORT - File Rm
FINANCE - 2ND FLOOR

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes _____ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

Retain for three (3) Years and until
all Audit Requirements have been
Fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

William E Taylor

20.

1988

Williamsport

Box # 38-39-62-63-64-65-66-78-79
80-83-102-103-104-105-106-119-120
121-122-123-126-165-162-161-160-
159-156-153-152-148-

62 Cu. Ft.
24

86

1. DEPARTMENT/AGENCY

WASH. Co.

2. DIVISION

FINANCE

3. UNIT

WATER + SEWERAGE

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

CASH Receipts

5. EARLIEST YEAR / LATEST YEAR

~~1967~~ TO
1970 -

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

CONTAINS, BUT NOT LIMITED TO: PAYMENT STUB;
ADDING MACHINE TAPES. INVOICES

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☒ Other (Specify) PAYMENT STUBS

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☒ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) DATE

9. VOLUME

- ☐ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☒ Other (Specify) BOXES

20
Number CU. FT.

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify)

Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- ☐ Month(s) ☐ Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Williamsport

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
indicate any hardware/software)

- ☐ Yes ☐ No

18. RECOMMEN

Retain for three (3) Years and until
all Audit Requirements have been
Fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

W. Taylor

20. TELEPHONE

1991

Williamsport

Box # 92-107-108-131-132-134-137-140

141-142-166-154

20 Cu. Ft.

1. DEPARTMENT/AGENCY

WASH. CO.

2. DIVISION

FINANCE

3. UNIT WATER SEWERAGE
WATER SEWERAGE

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

SUBDISTRICT General Registers

5. EARLIEST YEAR / LATEST YEAR

1988 to

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

Computer generated listings: General Ledger
TRANSACTION Report

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☒ Other (Specify) 11X14

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify)

SUBDISTRICT

9. VOLUME

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☒ Other (Specify) BOX

2
Number CH. FT.

10. ANNUAL ACCUMULATION

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify)

Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- ☐ Month(s) ☐ Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

WILLIAMSPORT

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and indicate any hardware/software)

- ☐ Yes ☐ No

18. RECOMMENDED RETENTION

Retain for three (3) Years and until
all Audit Requirements have been
Fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

W. E. Taylor

21

Williamsport
Box 27

1. DEPARTMENT/AGENCY

WASH. D.C.

2. DIVISION

FINANCE

3. UNIT

WATER & SEWAGE

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Equipment Rentals/
Mileage Reports*

5. EARLIEST YEAR / LATEST YEAR

1970

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

*CONTAINS, BUT IS NOT LIMITED TO: EQUIPMENT
RENTAL WORKSHEET; HANDWRITTEN NOTES;
TOTAL MONTHLY EQUIPMENT COST.*

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☒ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

MONTHLY

9. VOLUME

- ☐ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☒ Other (Specify) *BOXES*

8
Number *CH. FT.*

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number _____

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- _____
Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

*WILLIAMSON
FINANCE - 2nd Floor*

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes _____ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
include any hardware/software)

- ☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

19. NAME AND TITLE OF PREPARER

W. E. Taylor

20. TELEPHONE NUMBER

21. DATE

4 CU. FT.

WILLIAMSPORT

Williamsport

Box # 69-163

1. DEPARTMENT/AGENCY

WASH. CO.

2. DIVISION

FINANCE

3. UNIT

WATER + SEWAGE

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE SANITARY DISTRICT
WATER DIRECTORIES

5. EARLIEST YEAR / LATEST YEAR

1988 TO

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

CONTAINS, BUT NOT LIMITED TO: RECONCILIATION OF
LABOR DISTRIBUTION; LABOR DISTRIBUTION; MILEAGE
DISTRIBUTION; PERSONAL MILEAGE; ADMINISTRATIVE
EXPENSE REPORT; MASTER CONTROL LIST; WELL
TESTING; INVOICES; SEE ATTACHED.

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify)

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify)

9. VOLUME

- ☐ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☒ Other (Specify) BOX

Number

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify)

Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

 ☐ Month(s) ☐ Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

WILLIAMS PORT

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

☐ Yes ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

☐ Yes ☐ No

16. AUDIT REQUIREMENTS

☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
indicate any hardware/software)

☐ Yes ☐ No

18. RECOMMENDED RETENTION

Retain for three (3) Years and until
all Audit Requirements have been
Fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

W. E. Taylor

20

3 X cubic Foot

Box # 52-98-99-144-163

Inventory
Form #7

FINANCE

BOX #50

SUBDISTRICT NO. 9 - HIGHFIELD WATER
DIRECTORY

BOOK #1

Master Control - All Costs
Summary of All Costs @ 9/30/86
Force Account Summary
Force Account Labor Distribution
Force Account Invoices

BOOK #2

Labor Reconciliation
Account Number Code
Truck Mileage - Regular
Personal Mileage - Regular
Administrative Summary
Administrative Invoices
Administrative Labor Distribution
Willard Well Testing
Willard Well Construction Summary
Willard Well Construction Truck Mileage
Willard Well Construction Invoices
Willard Well Construction Labor Dist.
Interest
Engineering

BOOK #3

Construction D. L. George
Construction Conewago
Other Income
Funding All Sources
Submittals
FmHA Grant Requests
Miscellaneous

BOOK #4

Correspondence
Rates/Costs